

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

4

2. AMENDMENT/MODIFICATION NO.

001

3. EFFECTIVE DATE

07/13/2010

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

R6

7. ADMINISTERED BY (If other than Item 6)

CODE

R6

REGION 6

US ENVIRONMENTAL PROTECTION AGENCY

1445 ROSS AVENUE

SUITE 1200

DALLAS TX 75202-2733

REGION 6

US ENVIRONMENTAL PROTECTION AGENCY

1445 ROSS AVENUE

SUITE 1200

DALLAS TX 75202-2733

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

TOEROEK ASSOCIATES INC

300 UNION BLVD

SUITE 520

LAKEWOOD CO 80228-1552

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-10-011

EP-DT06-00002

10B. DATED (SEE ITEM 13)

06/03/2010

CODE 825211824

FACILITY CODE

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

## 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)
X	I. 3, ORDERING

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 825211824

Information/Records Support for Region 6

This modification is hereby issued to modify the Performance Work Statement to add paragraph 5, Document Retrieval and Management under V. TASK DESCRIPTIONS, E., SPECIAL PROJECTS, as shown on the attachment.

TOPO: Karen Hartis Max Expire Date: 04/11/2013

## LIST OF CHANGES:

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Georgia L. Okstel

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

7/13/10

NSN 7540-01-152-8070  
Previous edition unusableSTANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-10-011/EP-DTO6-00002/001PAGE OF  
2 4NAME OF OFFEROR OR CONTRACTOR  
TOEROEK ASSOCIATES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Award: \$200,000.00 Payment: RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 Period of Performance: 04/12/2010 to 04/11/2013				

V. TASK DESCRIPTIONS

E. SPECIAL PROJECTS

5. Document Retrieval and Management

**Generic Document Management**

**Performance Requirements:** The Contractor shall provide document management assistance to the EPA.

**Region 6 Assumptions:** For estimating purposes assume 24 boxes total with 12 boxes with moderate water damage and 12 boxes that are heavily water damaged that may require at least 24 hours for drying or freeze drying. Standard industry methods are to be followed for the document restoration. Travel assumptions are that no travel outside of the Dallas area will be required.

**Performance Standards:** The Contractor shall be responsible for location, identification, retrieval, transportation, restoration, review, production, indexing, inventory, security, reorganization, interim disposition, and any other document management, maintenance, or conversion as tasked by the EPA. Sampling, analysis, and reporting regarding potentially contaminated documents may be tasked as well. Coordination with Superfund Records Center (SRC), EFMC, other EPA file rooms and staff, FOIA staff, and external parties is required under this function. The Contractor shall convert documents from one media to another, based on specific requests from EPA. Document Management Checklists will be developed during the Contract, and will be completed and provided as work is tasked.

**Acceptable Quality Level (AQL):** One hundred percent (100%) QA/QC is required. Accuracy of

**Contract No.: EP-W-10-011**  
**Task Order: EP-DT06-00002 (Modification 1)**

**Attachment 1**  
**Page 2 of 2**

final deliverables shall reflect no more than two percent (2%) error rate. Deliverable shall be received by the agreed-upon delivery date. Task Order costs are less than or equal to the amount of the approved work plan.